

**Electronic Document Imaging, Storage and Retrieval  
System**

**FY2003 Request: \$1,125,000**  
**Reference No: 35664**

**AP/AL:** Appropriation

**Project Type:** Information Systems

**Category:** Development

**Location:** Statewide

**Contact:** Tom Lawson

**Election District:** Statewide

**Contact Phone:** (907)465-2506

**Estimated Project Dates:** 07/01/2002 - 06/30/2004

**Brief Summary and Statement of Need:**

This project will develop a departmental document scanning, storage and retrieval system. This system will improve and increase timely access to information by the public, staff, other agencies; reduce the amount of storage space required, provide for a disaster recovery system for documents and allow for a more timely and efficient purging of documents which are no longer required.

**Funding:**

	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	Total
Rcpt Svcs	\$1,125,000						\$1,125,000
Total:	\$1,125,000	\$0	\$0	\$0	\$0	\$0	\$1,125,000

<input type="checkbox"/> State Match Required	<input checked="" type="checkbox"/> One-Time Project	<input type="checkbox"/> Phased Project	<input type="checkbox"/> On-Going Project
0% = Minimum State Match % Required		<input type="checkbox"/> Amendment	<input type="checkbox"/> Mental Health Bill

**Operating & Maintenance Costs:**

	<u>Amount</u>	<u>Staff</u>
Total Operating Impact:	0	0
One-Time Startup Costs:	0	
Additional Estimated Annual O&M:	0	0

**Prior Funding History / Additional Information:**

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Proposed Telecommunications Capital Project Review Form FY2003  
Telecommunications Information Council Policy Committee  
Technical Advisory Committee

1. Has this project been previously approved by TIC/TAC? Yes \_\_\_ No X If yes, and there are no significant changes to funding amounts or technologies there is no need to continue with this form. Please copy last year's final capital budget back-up here as your submission for FY2003.

2. What is the purpose of the project?

The purpose of this project is to develop an electronic document imaging, storage and retrieval system, which will be used by several divisions within the department.

The Division of Insurance and Division of Banking, Securities, & Corporations each have large paper filing systems. For example, the Division of Insurance currently has 2,000 feet of file in their Juneau Office alone. These systems store paper documents for both long and short term use. This project would image those file systems that are most used by either the staff or the public, that take the greatest time to retrieve, or take up the greatest amount of space.

Project cost:	Capital:			Annual O&M costs or savings
	Prior Years:	FY 2002:	FY 2003:	
General Funds				
General Fund Match				
General Fund Program Receipts				
I/A Receipts (dept. and fund source)				
Receipt Supported Services (1156)			1125.0	
Federal Funds				
Total			1125.0	

Division of Insurance: 594.0 RSS

Division of Banking, Securities and Corporations RSS: 531.0 RSS

3. Is this a new systems development project? Yes. Upgrade or enhancement to existing department capabilities? Yes.

We will be developing a new system to handle the storage of images and we will be enhancing our current Oracle and web base retrieval systems to index, store and access the documents.

4. Specifically, what hardware, software, consulting services, or other items will be purchased with this expenditure? (Include a line item breakdown.)

This capital project would be used to purchase hardware (scanners, disk storage and servers, tape backup system, DVD Writers, PCs and monitors run the new system). The total amount of hardware to be purchased is \$283.0

Software (image development tool, imaging runtime licenses and image conversion tools, server licenses, utility software). Total software costs are estimated at \$66.0.

The services purchased would be conversion for microfilm to electronic images and possibly conversion of images to microfilm for long term archival storage. Conversion of microfilm to images, consulting services, either onsite professional services to image current files or the hiring of non-permanent staff to assist with conversion, training for the programming staff and other services totals \$776.0.

5. How will service to the public measurably improve if this project is funded?

We anticipate that in some areas, like Corporations, there will be a great deal of additional public access to the electronic documents. This will save the public both time and money. The documents may be made available at no cost to the public; people are now charged a fee for making copies of documents. The documents will also be available at almost anytime; the system will be offline occasionally for maintenance.

When the public contacts our offices either in person or over the phone will also receive faster service. Information will be available to the staff regardless of the location of the staff. Field office staff would have access to the information that is not remotely available in the paper file systems.

Search time through paper files will be reduced substantially by the use on an electronic system.

**6. Does project affect the way in which other public agencies will conduct their business?**

Other public agencies would have improved access to these file systems. Those agencies that currently have access to the paper filing system(s) could have direct access from their local desktop machine to the same files. Our plan is to use viewing software that is commonly and freely available, so no client installation or costs would be required.

**7. What are the potential out-year cost implications if this project is approved? (Bandwidth requirements, etc.)**

Some small additional operating hardware and software maintenance fees can be expected. Until the actual hardware and software tools are selected, these cost will not be known. We believe that any cost associated with running the system will be offset by the elimination of maintenance on the current file system.

**8. What will happen if the project is not approved?**

If the project is not approved, we will continue to access the current paper file systems. We will continue to have staff spend time providing copies of information to the public that have to pay for the information. We will not have disaster recovery copies of our critical files.

In addition, the department will continue to devote more space to paper files systems. This will required that we acquire additional space, or reduce the work area available to the staff.

(Note: Please let your OMB analyst know if there will be any non-ABS attachments to the project justification.)